







# Master Schedule Priority 1 Shops





# **Background**

 During the process of creating a report that listed Priority One Shops that had not yet completed their Periodic Survey, several issues were found in various Program Offices.

 Upon investigation, it was determined that the issues could be traced back to three common problems.

# Common Problems Encountered When Verifying OMB Metric Data in DOEHRS-IH

- 1. Incorrect use of Master Schedule
  - Input of projected start date, actual start and end dates all at one time does not create re-occuring tasks.
- 2. Duplicates in the Master Schedule
  - Multiple Periodic Surveys created without comments and end dates.
- 3. IHPO not using the Master Schedule
  - No Periodic Surveys created in DOEHRS-IH.
  - One time surveys being created instead of recurring Periodic Surveys.

### Recommendations to fix.

- Use guidelines in this Master Schedule PowerPoint presentation -Contact Alvena Largo, DOEHRS-IH Trainer/Support with questions.
- Clean up IHPO Master Schedule by:
  - Stop dating periodic surveys that are out of date or duplicates.
  - Edit incorrect periodic surveys Master Schedule tasks to reflect current data.
  - Enter/Edit the correct periodicity for Periodic Surveys or other periodic/re-occuring Master Schedule tasks.
  - Ensure Master Schedule tasks are close dated once completed.
  - Deleting incorrect Master Schedule tasks.

# **Training Agenda**

- Understanding how to Assign Shop Priority
- Viewing Current Master Schedule Tasks
- Completing Existing Priority 1 shop Periodic Surveys in the Master Schedule.
- Creating Priority 1 shop Periodic Surveys in the Master Schedule.
- Removing duplicated tasks from the Master Schedule.
- Viewing all Master Schedule tasks Past and Current.
- Deleting Master Schedule tasks.

#### Assigning Shop Priorities in DOEHRS-IH for Shore Activities

#### NOTE: Shop Priorities for all Afloat activities are considered to be Priority 2

Minimum Assessment Frequency <sup>1</sup>						
Priority 1 - Annual	Priority 2 – Every two years	Priority 3 – Every four yrs				
GENERAL DESCRIPTION <sup>2</sup> - Shops requiring complex IH assessment or significant monitoring	GENERAL DESCRIPTION <sup>2</sup> – Shops where work is of moderate hazard	GENERAL DESCRIPTION <sup>2</sup> - Shops where work is low hazard and primarily in an administrative environment				
Hazards are poorly defined or controlled – work environment or processes unstable (e.g., exposure assessment acceptable but has high level of uncertainty, 95th percentile < OEL but UTL 95,95 >>> OEL (100 times greater than OEL))	Hazards well defined and controlled. Work environment and processes stable	No hazards, work environment and processes stable				
Except as noted below, a requirement for exposure–based occupational health exams for all chemical and physical stressors, all mixed exposures and when IH recommends respirator use.  Exceptions: Noise 503 or 512; Blood and/or Body Fluids – 178 Radiation-Ionizing 505; Radiation - Laser 506; Animal Associated Disease 207; Hazardous Drugs 110; and Specialty exams³	No exposure-driven occupational heath exam requirements, other than annual audiograms	No occupational health exam requirements				



SEG(s) in shop have a Health Risk Rating (HRR) of 10 or greater or there are unacceptable exposures (e.g., 95th percentile > OEL), other than noise.	SEG(s) in shop have an HRR less than 10 and exposure assessment is acceptable with moderate uncertainty (e.g., 95th percentile < OEL but UTL 95,95 > OEL)	Exposure assessment is acceptable with low uncertainty (e.g., 95th percentile & UTL 95, 95 < OEL, or no measurements made because exposures judged to be < 10% of the 95th percentile.)
OSHA regulatory exposure assessment or monitoring requirements (OSH Act Section 6b rulemaking)	Minimal potential for hazards to go out of control or create significant risk	

<sup>&</sup>lt;sup>1</sup> The required routine assessment frequency establishes a minimum requirement. Shops should be assessed as frequently as necessary to adequately identify, evaluate, and control the occupational health hazards present.
<sup>2</sup> Shop Complexity Categories (A, B, C) established for the 2009 NMAT IH staffing study in Data Call1A may be used as a starting point for revalidating Shop Priority (1, 2, 3) codes as outlined in this appendix for DOEHRS-IH.
<sup>3</sup> Per Navy and Marine Corps Public Health Center Technical Manual NMCPHC-TM OM 6260 Medical Surveillance Procedures Manual and Medical Matrix (Edition 11)

<sup>&</sup>lt;sup>4</sup>HRR for a SEG is calculated by multiplying the Exposure Rating (ER) by times the Health Effects Rating (HER), as noted in Table 1. The ERs are determined quantitatively or qualitatively per Table 2. The HERs are determined per Table 3

# **Survey Completion Metrics**

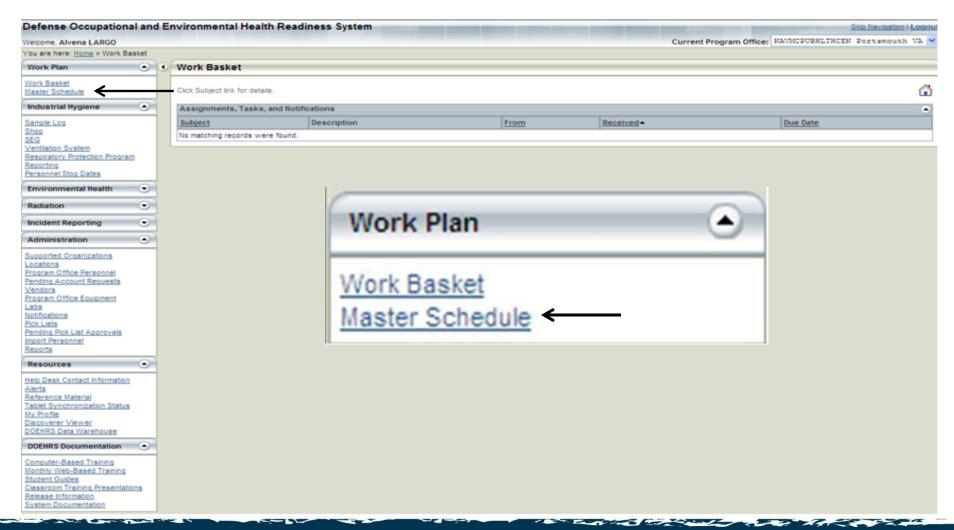
OPNAVINST 5100.23 Series	DoD Office of Management and Budget
Category 1, High Hazard Activities Periodic IH surveys will be due annually	DOEHRS-IH - Priority 1 Shops Periodic IH survey will be due annually. However, the metric is based on a 15 month window.
Category II Activities, Moderate Hazard Periodic IH surveys will be due on a two year cycle	Priority 2 Shops not counted but still needs to be conducted on a two year cycle
Category III Activities, Low Hazard Periodic IH surveys will be due on a four year cycle	Priority 3 Shops not counted but still needs to be conducted on a four year cycle

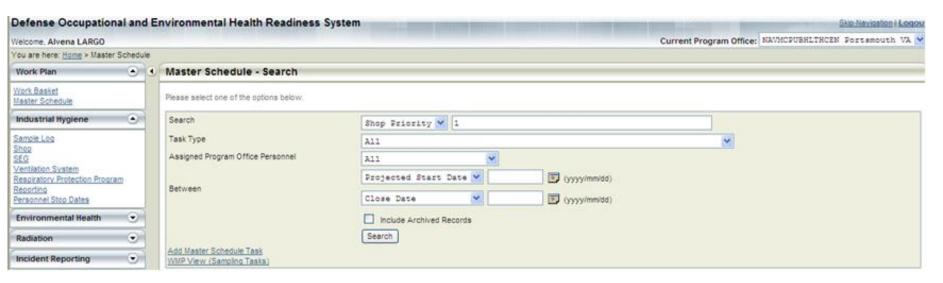
For Priority 1 Shops, the next periodic IH survey will be due annually following the previously entered "Close date" (automatically). Recommend "updating" Priority 1 shops in conjunction with the periodic IH survey.

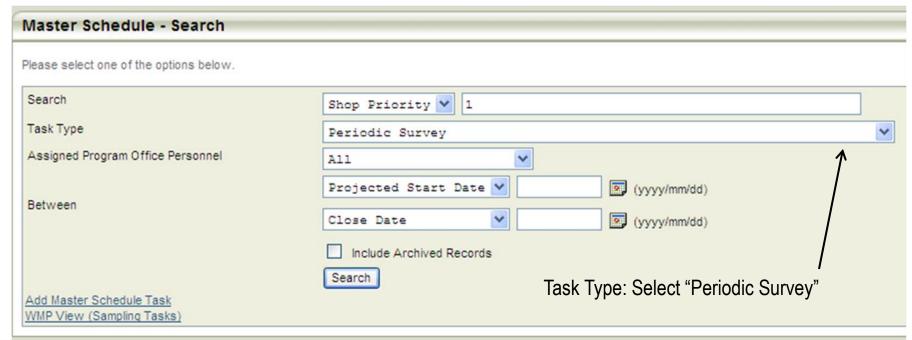
In DOEHRS-IH, Priority 2 and 3 shops can exist within a Category 1 command.

Note that the BUMED metrics just counts the number of Priority 1, 2 and 3 Shops entered into DOEHRS-IH.

# Viewing Periodic Surveys for Priority 1 shops in Master Schedule









#### Master Schedule

Results 1-6 of 6 records found.

To edit/view Master Schedule Entry details, click the Task Type link.



-Master Schedule-

2013/04/01

N/A



#### Master Schedule Information 0 Select All De-Select All Delete Start Date-Projected Due Date-Projected Assigned Program Office Personnel Task Type▲ Shop **Shop Priority** Select Task ID Location Start Date-Actual Due Date-External 2013/08/23 N/A Welding Waterfront 91151 Periodic Survey Submarines(1) (N00181) N/A 2013/02/28 N/A 91720 SASEBO JA (N46518) Periodic Survey N/A N/A 2013/03/16 N/A Welding Waterfront 104144 Periodic Survey Surface Ships (N00181) N/A N/A 2013/11/21 N/A 93392 Periodic Survey Foundry (N00181) N/A N/A 2013/07/11 N/A Painting Shop Shop 71 104071 Periodic Survey (N00181) N/A N/A

Shop X (FFHVW)



91719

Select All

Periodic Survey

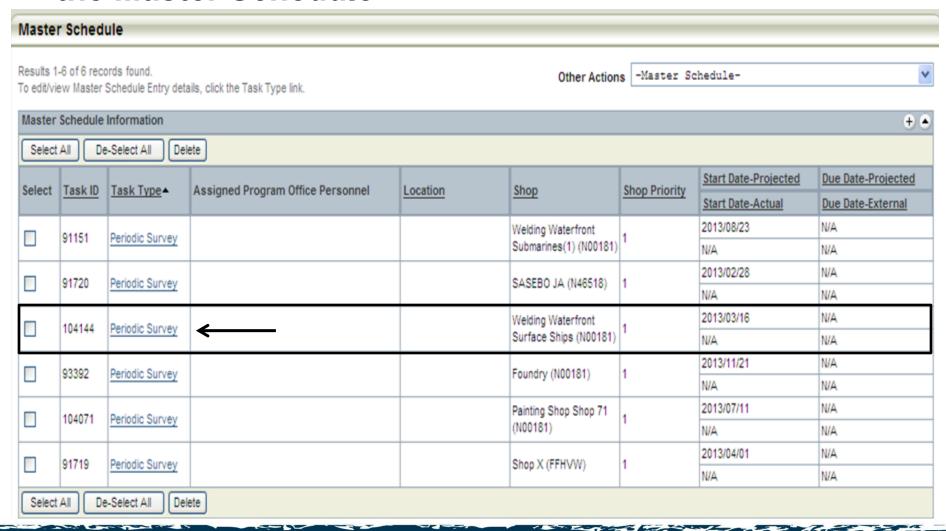
Delete

De-Select All

N/A

N/A

# Complete Existing Priority 1 shop Periodic Surveys in the Master Schedule.





**Projected Start Date:** 2 months before due date.

i.e. Survey Due Date: March 2014 – Projected Due Date: January 2014

Master Schedule	- Detail - Periodic Survev	

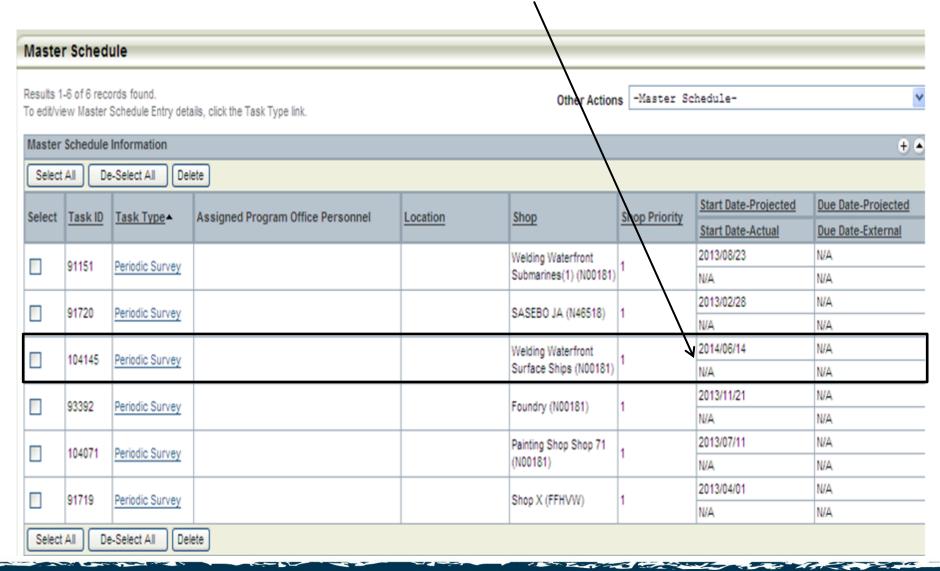
Indicates Required Field				Other Actions -Master Schedule-	
Save Cancel	Set task freque	ncy for Yearly to auto-ç	generate Master Sc	hedule task for the next year	
Schedule Information					
Shop*	Welding Waterfront Surface				
Shop Priority	1	POC/Contact Type			
Task Frequency*	Yearly	Skill Level			
Projected Start Date*	2014/01/05 (yyyy/mm/dd)	Actual Start Date	2014/01/15 (yyyy/mm/dd)		
Previous Close Date	2013/06/14	Close Date	2014/02/20 (yyyy/mm/dd)		
Projected Due Date	2014/03/05 (yyyy/mm/dd)	External Due Date	yyyy/mm/dd)		
Required by Federal Standard		Reason Task not Completed		V	
Comments		A V			
Regulation Information					+ •
Personnel Assignments					+ •
Task Equipment Information					<b>.</b> •
Task Resource and Cost Information					•
Program Office Information					•
0	A ( 10( ( D ( )A/)))			OL	



**Enter Actual Start Date:** Will not allow Actual Start Date to be empty when Close Date is Provided. **Enter Close Date:** Date on signature page of Industrial Hygiene Periodic Survey



#### Master Schedule task auto-generates for the next year only when task frequency is set to yearly.

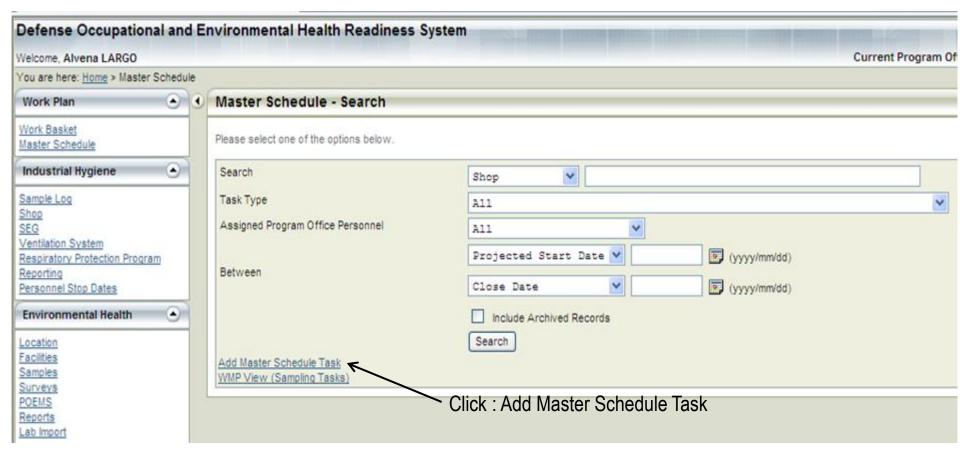


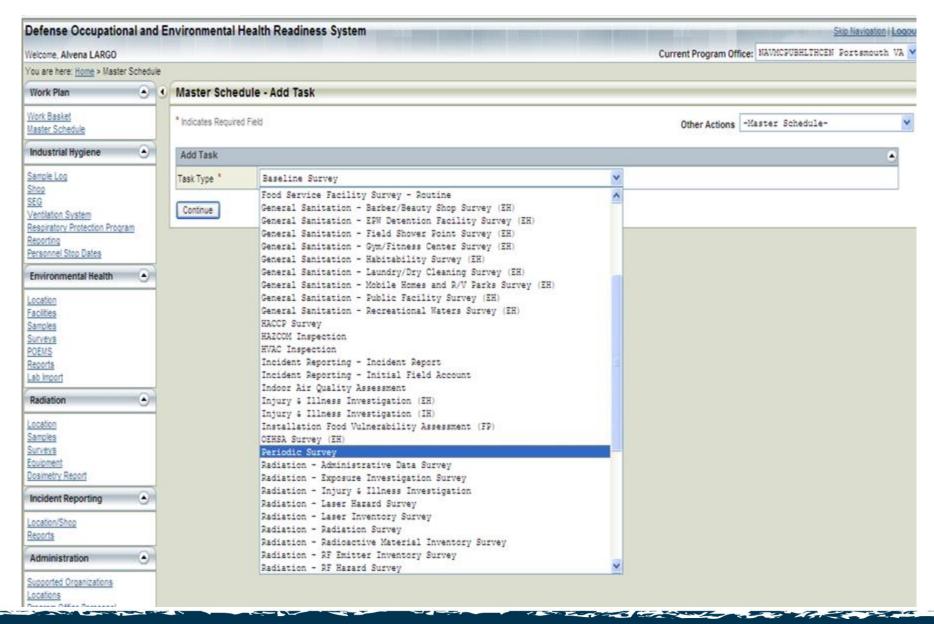


# Creating New Priority 1 shop Periodic Survey tasks in the Master Schedule.

- When creating a new Priority 1 Periodic Survey task, enter only the Projected Start Date. Additionally, ensure task frequency is set to Yearly.
- Once the Periodic Survey is started enter the Actual Start Date, and Close Date when the Periodic Survey is completed.
- This will create a re-occuring task in your Master Schedule.
- Entering in Projected Start Date, AND Actual Start Date AND Close Date, at the same time when creating a new Master Schedule task, will not create a re-occurring task, regardless if the task frequency is set properly.

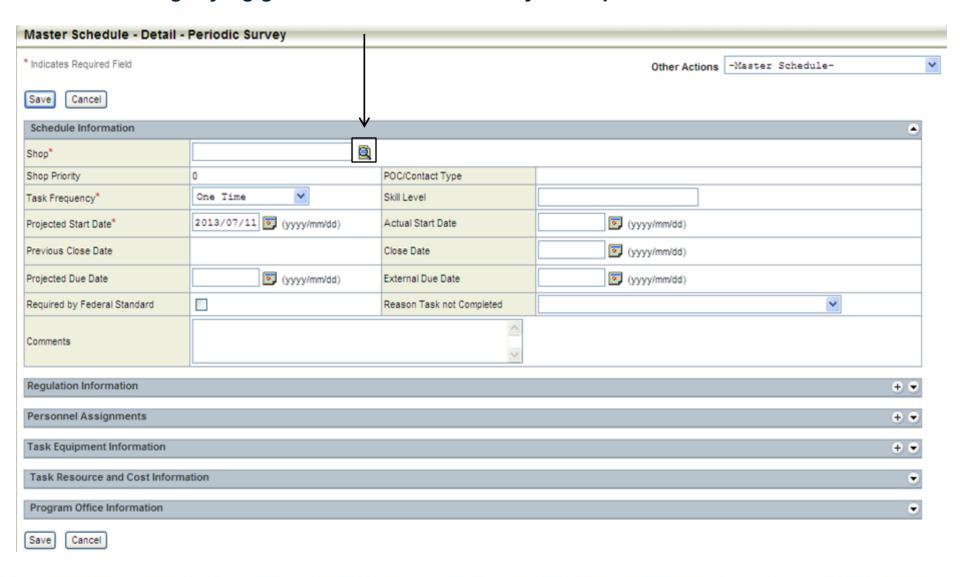
# Creating New Priority 1 shop Periodic Survey tasks in the Master Schedule.

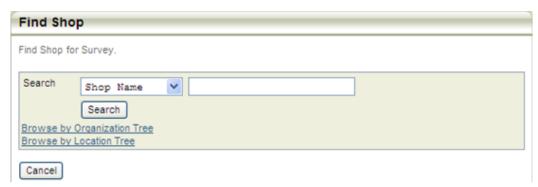




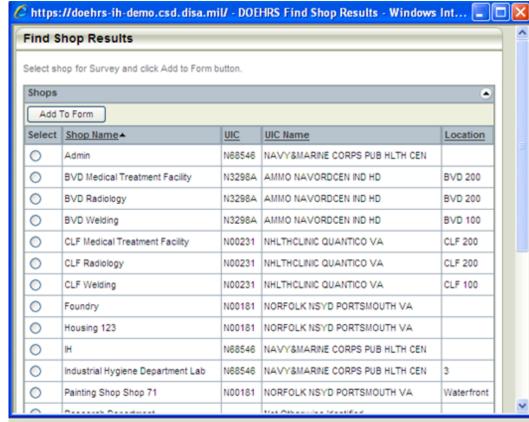


#### Click on Magnifying glass to search for Priority 1 Shop.

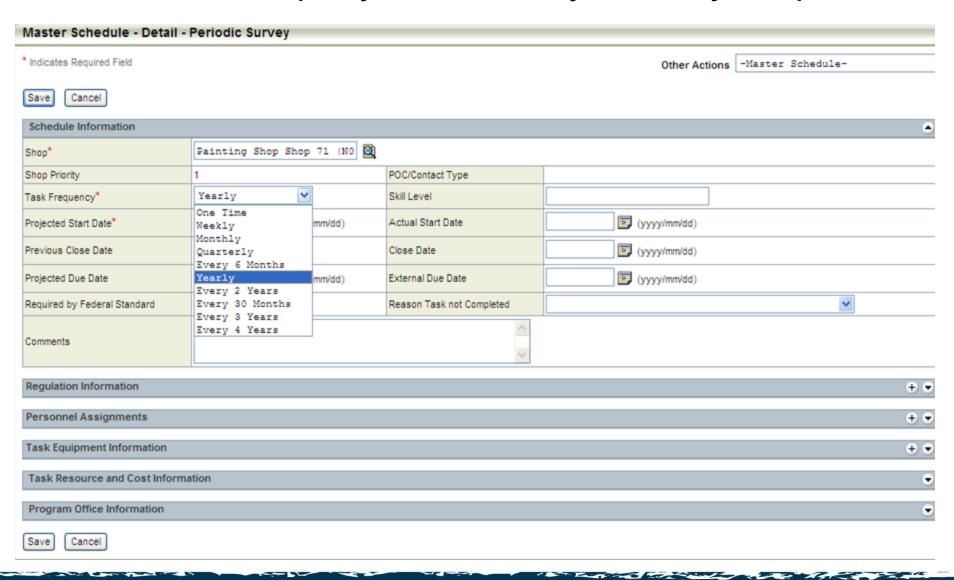




#### \*pop up windows



#### Task Frequency should be "Yearly" for Priority 1 Shops

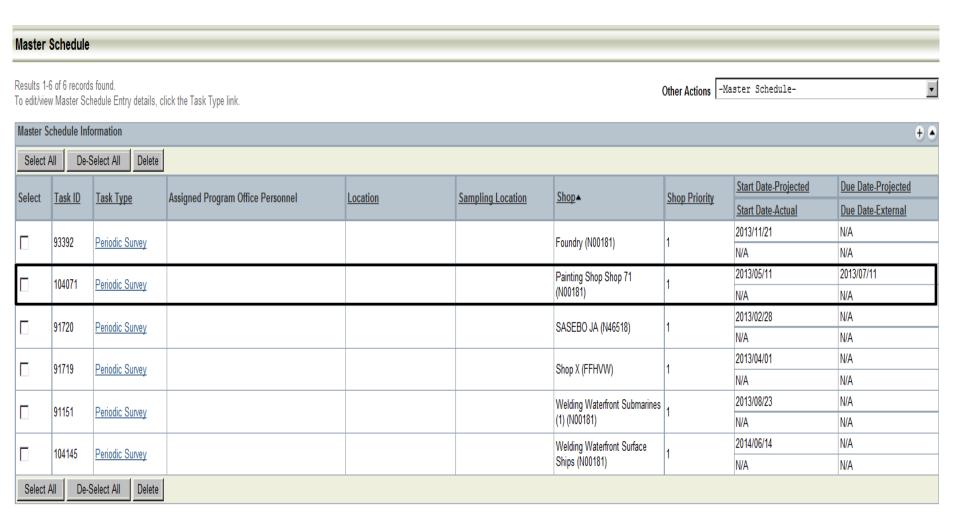


Master Schedule - Detail - Perio	odic Survey				
* Indicates Required Field  Save Cancel		e: 2 months before due : July 2013 – <b>Projecte</b>	date. (May 2013) d <b>Due Date:</b> July 2013	Other Actions -Master Schedule-	
Schedule Information					٠
Shop*	Painting Shop Shop 71 (NO(				
Shop Priority	1	POC/Contact Type			
Task Frequency*	Yearly	Skill Level			
Projected Start Date*	2013/05/11 💽 (yyyy/mm/dd)	Actual Start Date	yyyy/mm/dd)		
Previous Close Date		Close Date	yyyy/mm/dd)		
Projected Due Date	2013/07/11  (yyyy/mm/dd)	External Due Date	yyyy/mm/dd)		
Required by Federal Standard		Reason Task not Completed		V	
Comments		<u>x</u>			
Regulation Information					+ •
Personnel Assignments					+ •
Task Equipment Information					+ •
Task Resource and Cost Information					•
Program Office Information					•
0					

Entering in Projected Start Date, AND Actual Start Date AND Close Date, at the same time when creating a new Master Schedule task, will not create a re-occuring task.



#### When Periodic Survey is completed, Re-enter Master Schedule task created



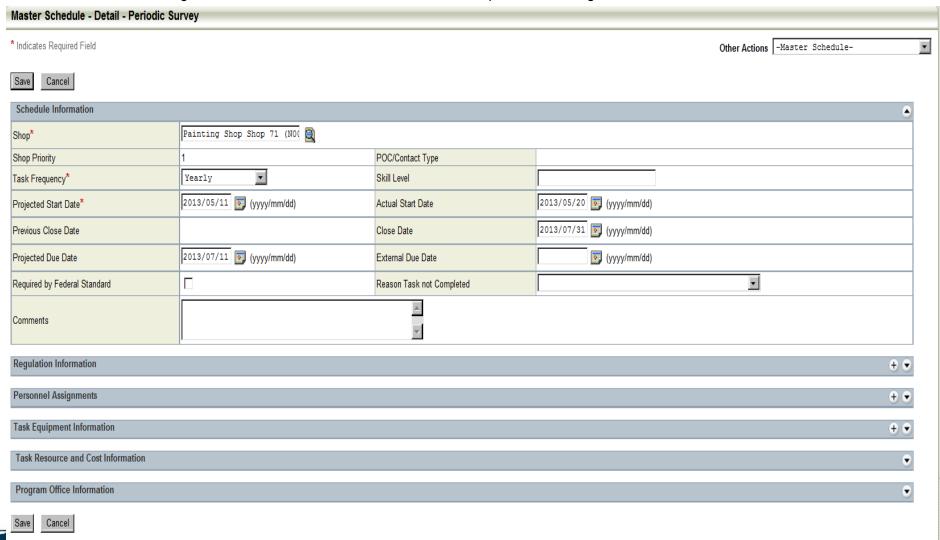
**Enter Close Date:** Date on signature page of Industrial Hygiene Periodic Survey. **Enter Actual Start Date:** Will not allow Actual Start Date to be empty when Close Date is Provided.

Master Schedule - Detail - Periodic S	urvey				
* Indicates Required Field				Other Actions	-Master Schedule-
Save Cancel					
Schedule Information					•
Shop*	Painting Shop Shop 71 (NO)				
Shop Priority	1	POC/Contact Type			
Task Frequency*	Yearly	Skill Level			
Projected Start Date*	2013/05/11 (yyyy/mm/dd)	Actual Start Date	yyyy/mm/dd)		
Previous Close Date		Close Date	yyyy/mm/dd)		
Projected Due Date	2013/07/11 (yyyy/mm/dd)	External Due Date	yyyy/mm/dd)		
Required by Federal Standard		Reason Task not Completed		V	
Comments		<u>A</u>			
Regulation Information					+ ▼
Personnel Assignments					+ ▼
Task Equipment Information					+ •
Task Resource and Cost Information					•
Program Office Information					•
Save					



#### After entering Actual Start Date and Close Date, click Save

At this point a re-occuring task will be created. Please remember, if Projected Start Date, AND Actual Start Date AND Close Date are entered all at once during the initial Master Schedule task creation step, a re-occuring task will NOT be created.





#### Master schedule task for next year is auto-populated.

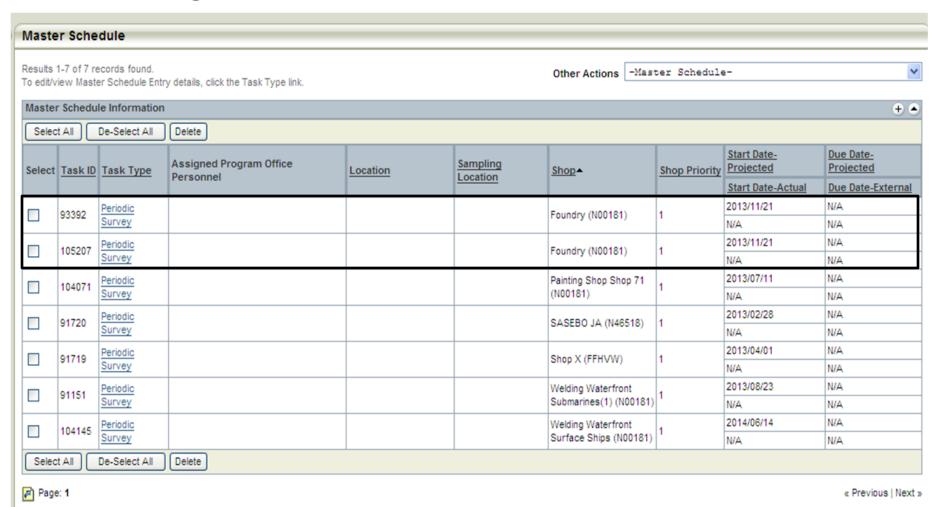
#### Master Schedule Results 1-6 of 6 records found. Other Actions | -Master Schedule-To edit/view Master Schedule Entry details, click the Task Type link. Master Schedule Information 0 Delete Select All De-Select All Start Date-Projected Due Date-Projected Task ID Task Type Assigned Program Office Personnel **Sampling Location** <u>Shop</u>▲ **Shop Priority** Select Location Due Date-External Start Date-Actual N/A 2013/11/21 93392 Periodic Survey Foundry (N00181) N/A N/A 2014/07/31 N/A Painting Shop Shop 71 106691 Periodic Survey (N00181) N/A N/A N/A 2013/02/28 91720 Periodic Survey SASEBO JA (N46518) N/A N/A 2013/04/01 N/A 91719 Periodic Survey Shop X (FFHVW) N/A N/A 2013/08/23 N/A Welding Waterfront Submarines 91151 Periodic Survey (1) (N00181) N/A N/A 2014/06/14 N/A Welding Waterfront Surface 104145 Periodic Survey Ships (N00181) N/A De-Select All Delete



# **Creating Priority 2 and 3 shop Periodic Survey Master Schedule Tasks.**

- Steps above demonstrating how to Create New Priority 1 shop Periodic Survey tasks in the Master Schedule can be followed for Priority 2 and 3 shops as well.
- Keep in mind to change the Task Frequency accordingly to the Prioritization of the shop.

# Removing Duplicated Tasks from the Master Schedule

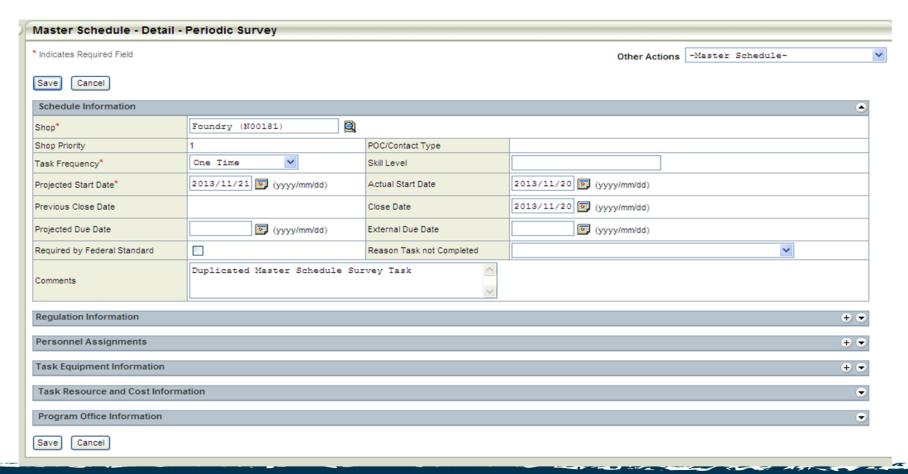


Select one of the Periodic Surveys to end date.



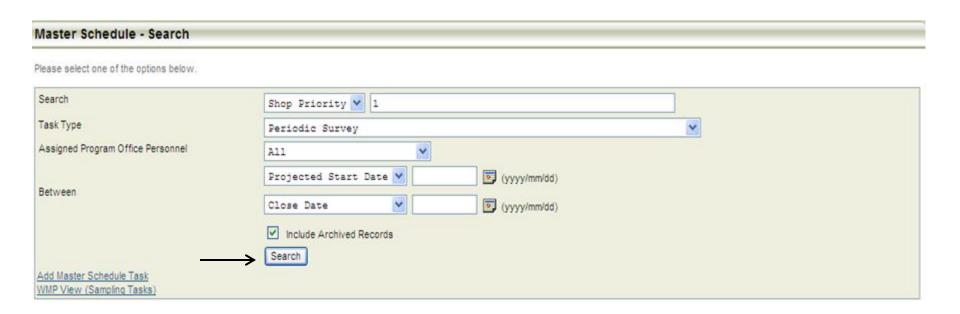
#### **Closing Duplicate Master Schedule Tasks**

- 1. Enter in today's date in both Actual Start Date and Close Date fields
- 2. Change Task Frequency from Yearly to One Time
- 3. Provide reason for closing master schedule task.
- 4. Save Entry will be removed from Master schedule list and placed in archive records.



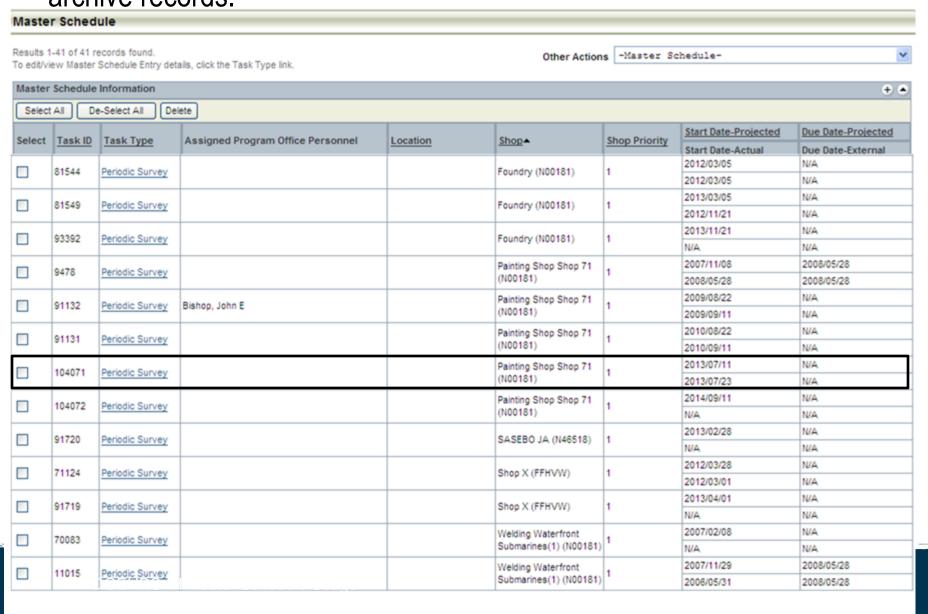


# **Viewing all Master Schedule tasks – Past and Current.**



At least one search criteria is required and check the "Include Archived Records" box.

# All closed Master Schedule Tasks that have been closed dated will appear in archive records.

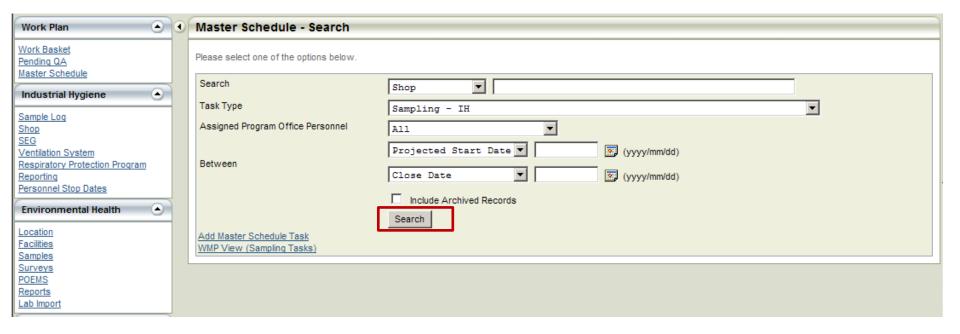


- Deletion of IH Master Schedule Entry is allowed with the following rules:
  - No samples or surveys attached
  - Samples attached, but all samples are marked as invalid and none are used in an assessment or TWA
- Service Level Administrators (SLAs) may delete master schedule entries created by any user within a program office owned by their service
- User Security Administrators (USAs) may delete master schedule entries created by any user within a program office they administer
- The user who created a master schedule entry may delete it

(Deleting Master Schedule Tasks Courtesy of DOEHRS On-Line Refresher Training 25 July 2013 – Slides 30-36)

- Existing tasks that did not capture the creating user can only be deleted by a USA or SLA
- Deleted tasks will not appear in user interface, but will remain in database, marked as deleted

- This functionality allows users to delete Master Schedule Tasks
  - Enter criteria and click the Search button

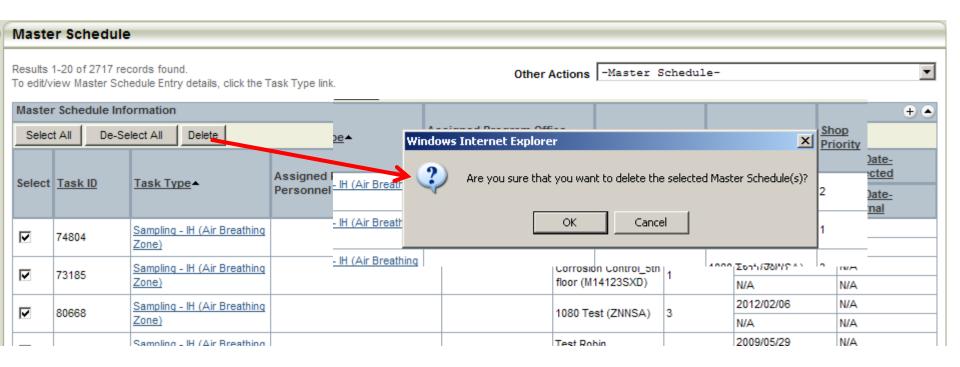


- Based on the search parameters, a list of items in the Master Schedule will appear
- If a user created the task by mistake, the record can be deleted by selecting the record and clicking the Delete button
- Periodic Surveys currently existing in the Master Schedule cannot be deleted.

			<u> </u>						
Master	Sched	dule							
		records found. r Schedule Entry details, click the Task Type link.			Other Act	ions -Master Schee	dule-		
Master	Schedule	e Information							+
Select	All D	leselect All Delete							
Select	<u>Task</u> ID	Task Type▼	Assigned Program Office	Location	Sampling	Shop	Shop	Start Date- Projected	Due Date- Projected
00.001	D Personnel Location Location	<u> </u>	Priority	Start Date-Actual	<u>Due Date-</u> <u>External</u>				
П	125	Sampling (Air Breathing Zone)	Program Office Personnel			Corrosion Control	1	2003/06/10	2003/06/20
						(F00165)		2003/06/15	N/A
П	123	Sampling - EH (Treated Water)	Bilz, Jane	Base Camp	ROWPU			2003/06/10	2003/06/20
				Adder				2003/06/15	N/A
П	120	Sampling - EH (Treated Water - Routine)	H (Treated Water - Routine) Bilz, Jane Base Camp			2003/06/10	2003/06/20		
				Adder				2003/06/15	N/A
	121	Sampling - EH (Untreated Water)	Bilz, Jane	Base Camp	ROWPU			2003/06/10	2003/06/20
		oumpany En (ontrodico viator)	5.12, 64.16	Adder				2003/06/15	N/A
	124	Sampling - EH (Untreated Water - Routine)	Bilz, Jane	Base Camp ROWPU	VDII	2	2003/06/10	2003/06/20	
ш.	124 Sampling - En (Ontreated Water - Routine)		Adder Adder		KOVIFO			2003/06/15	N/A
	126	Periodic Survey Program Office Personnel		Corrosion Control	Corrosion Control	4	2003/06/10	2003/06/20	
	120	relibuic Survey	Program Office Personner			(F00165)	<u>'</u>	2003/06/15	N/A
	127	Indoor Air Quality Survey	Program Office Personnel			Corrosion Control (F00165)	1	2003/10/01	2003/10/20
	121	IIIdoor All Quality Survey	riogram Office resonnel				1	2003/10/15	N/A

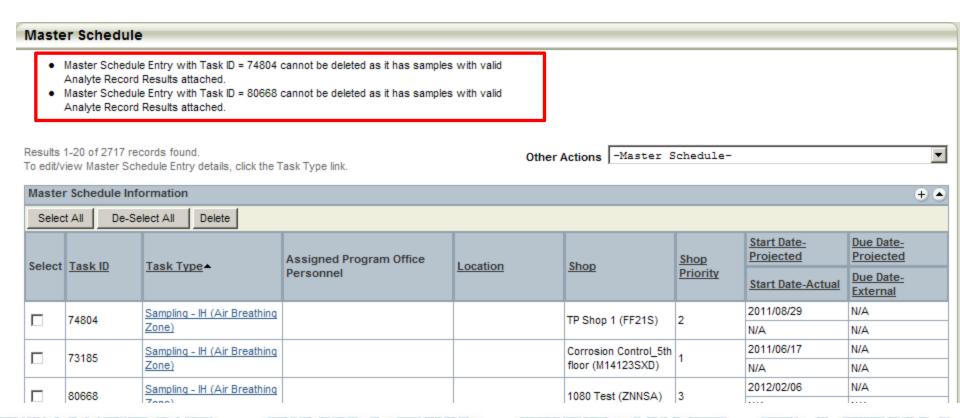


- Select the Master Schedule Tasks by checking the box and click the 'Delete' button
- A pop-up will verify that you want to delete the Master Schedule Task(s)



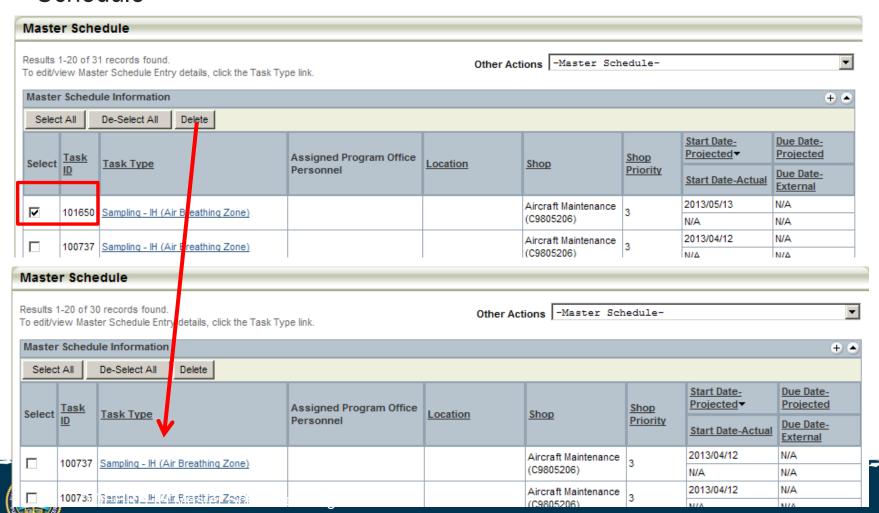


- If the tasks do not meet the rules for deletion, <u>DOEHRS</u> will display the reasons at the top of the page.
- If you are not an SLA, USA or the Creating User (listed on the task), the Master Schedule Task will not delete





 If the task does meet the deletion rules it will be deleted from the Master Schedule



# Submiting MCR Trouble Ticket to Delete Incorrect Master Schedule Tasks

- Submit MCR Trouble Ticket to Delete Master Schedule tasks if the tasks do not meet the rules for deletion.
- Include screenshot (simultaneously hit Ctrl + Print Screen) of Master Schedule Tasks to delete.
- Paste screenshot into a Microsoft Word document.
- Clarify Master Schedule Task to delete by Task ID number to avoid confusion.
- Attach to email to helpdesk.

# Submitting MCR Trouble Ticket to Delete Incorrect Master Schedule Tasks

- Email Helpdesk: <u>servicecenter@dha.mil</u>
- Use Ctrl & Print Screen buttons for screenshot.
- Paste into a Microsoft Word document.
- Attach the Microsoft Word .doc containing screenshot of Master Schedule Tasks to delete into email.
- Explain problem(s) in email.



Help Desk Contact Information				
Contact Information				
Phone #	1-800-600-9332 (Option 4,4)			
Email	servicecenter@dha.mll			
Additional Resources	https://servicecenter.dha.health.mil			
Defense Manpower Data Center (DMDC) Conti	act Information			
Overview	DMDC is the authoritative data source for personnel information within DOEHRS. Please direct questions regarding personnel information to the DMDC Support Office or the appropriate Military Personnel Center.			
DMDC Support Office (DSO) Phone #	1-800-538-9552			
Military Personnel Centers (RAPIDS Site Locator) www.dmdc.osd.mil/rsl/				

### **Contact Information**

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